

External Organization Profile



Public Schools of North Carolina

State Board of Education

Department of Public Instruction



EXTERNAL ORGANIZATION PROFILE DIRECTIONS

The North Carolina Department of Public Instruction (NCDPI) is required under Section 4203(a)(11) of the Every Student Succeeds Act (ESSA), Title IV, Part B, 21st Century Community Learning Centers (21st CCLC), to prescreen external organization that could provide assistance with the implementation of 21st CCLC programs and make a list of prescreened external organizations available to the entities participating in the 21st CCLC program. The term “external organization” is defined under Section 4201(b)(4) of the ESSA as a nonprofit organization with a record of success in running or working with before and after school (or summer recess) programs and activities; or in the case of a community where there is no such organization, a nonprofit organization in the community that enters into a written agreement or partnership with an organization with a record of success to receive mentoring and guidance in running or working with before and after school (or summer recess) programs and activities.

In order to meet the criteria for the minimum “record of success” needed to qualify, each organization completing the profile must verify it has accomplished all of the following:

1. Operates as a nonprofit in good standing in North Carolina;
2. Is not currently on the suspension or debarment list for the State or Federal government (federal list, <https://www.sam.gov>; NC list: <http://www.doa.state.nc.us/PandC/actions.asp>); and
3. Had a minimum of five years of experience operating or delivering services to out-of-school time programs in North Carolina.

If an organization meets all of the requirements above, it is eligible to complete the External Organization Profile (EOP).

To be considered for inclusion on the 2017-2018 list of prescreened providers, the completed EOP must be received by the Federal Program and Support Division at the NCDPI **by 5:00 p.m. (EDT) on Friday, June 30, 2017**. No EOPs submitted to the NCDPI past the deadline will be considered. E-mailed applications will not be accepted. Applicants are responsible for sending application packages utilizing a delivery service (US Postal Service, UPS, FedEx, etc.) that offers a tracking/delivery confirmation. Completed applications must be submitted by mail to the following address:

North Carolina Department of Public Instruction
Attention: Sylvia Moore
Federal Program Monitoring and Support
6350 Mail Service Center
Raleigh, North Carolina 27699-6350

*NOTE: Where solicited, all authorized signatures must be scripted by hand; electronic signatures will not be accepted.



DISCLAIMERS

- Any external organization that meets and maintains the criteria outlined above, completes all sections in the survey, and submits by the deadline, will be included on the Prescreened External Organizations list for at least a two-year period. The list will be maintained on the NCDPI website for the 21st CCLC Program, located at <http://www.ncpublicschools.org/21cclc/resources/>.
- No funding is directly associated with completion of this profile nor for inclusion on the Prescreened External Organizations list.
- Completion of this profile or inclusion on the Prescreened External Organizations list **will not result in a contract with NCDPI.**
- The NCDPI's inclusion of an organization on the eligible provider list **is not an endorsement of the organization, nor is it a certification of the quality of activities provided by the organizations.** Inclusion on the list is solely verification that the organization has successfully completed the external organization prescreening process.
- The NCDPI reserves the right to omit any organization from the list for failure to complete the profile in its entirety.
- The NCDPI reserves the right to remove an organization from the list when it fails to meet the minimum record of success.
- The NCDPI does not guarantee the number of referrals or contracts, if any, which may result for any organizations on the Prescreened External Organizations list.
- Once submitted, all information provided by an external organization in response to this profile solicitation is considered public information and must be shared upon request, except as may be exempted from public records disclosure by NC General Statute, Chapter 132, 1.1-1.2.
- The NCDPI is not responsible for any technical difficulty the organization may experience during the completion of the survey submission.



NONPROFIT STATUS CERTIFICATION

Applicants are required to submit one of the following documents that demonstrates that your agency is a nonprofit organization in good standing within the State of North Carolina:

1. Proof that the Internal Revenue Service currently recognizes the agency as an organization to which contributions are tax deductible under Section 501(c)(3) of the Internal Revenue Code;
2. A certified copy of the agency's certificate of incorporation or similar document if it clearly establishes the nonprofit status of the agency; or
3. Any item described in paragraphs (1) and (2) if that item applies to a State or national parent organization, together with a statement by the State or parent organization that the applicant is a local nonprofit affiliate.

By checking each of the boxes below, the applicant is certifying that all information contained within them is accurate. Please note that NCDPI will verify the organization's nonprofit status using the State and Federal suspended or debarred vendor list upon the submission of the External Organization Profile and periodically thereafter.

Double-click on the gray text box field; applicant will then be prompted to confirm the data field should be "checked."

- ☒ The applicant certifies the organization is a nonprofit entity in good standing with the State of North Carolina and is not currently included on any state or federal suspended or debarred vendor list.
- ☒ The applicant understands the External Organization Profile is considered incomplete without proof of nonprofit status, as specified above. The applicant acknowledges that the nonprofit documentation must be returned along with the other application elements by the established due date.

CONTACT INFORMATION

Directions for completing form: Single-click on gray textboxes and begin entering text; as you type, the field will expand automatically. Enter "N/A" if not applicable.

Name of Organization:

Address 1:

Address 2 (if necessary):

City: Zip:

County:

Website URL for Organization:

Contact Person for Organization:

Title of Contact Person:

Phone Number: Fax Number:

Email Address:

Enter Contact Information below for Second Contact Person (as appropriate or needed):

Contact Person #2 for Organization (as appropriate):

Title of Contact Person #2:

Phone Number #2: Fax Number #2:

Phone Number #2:

Email Address #2:



DATA INTEGRITY AND CONFIDENTIALITY CERTIFICATION

Inclusion on the Prescreened External Organization Profile list indicates the applicant's interest in working with North Carolina's Public Schools as well as the students, teachers, administrators, and parents associated with those schools. As a result, the applicant organization may encounter data generated by the North Carolina Department of Public Instruction or local school districts which is confidential under state law, federal law, or both state and federal law.

All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99. Accordingly, the organization must refrain from including personally identifiable information* in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, the organization must take all necessary precautions to protect the confidentiality of all personally identifiable information. Adherence to FERPA means meeting each of the detailed items below. Check off each item to certify the applicant's full understanding and adherence to the policy.

Double-click on the gray text box field; applicant will then be prompted to confirm the data field should be "checked."

- ☒ The applicant certifies that the organization, and all agents, employees, and staff members within this organization, will comply with all laws and regulations governing the confidentiality of student records including, but not limited to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §12329, 34 C.F.R. Part 99.
- ☒ All personally identifiable information is to be protected in adherence with the Family Educational Rights and Privacy Act (FERPA) guidelines. I will refrain from including personally identifiable information in any form of communication with anyone outside of the project. This includes emails, instant messaging, faxes, other written correspondence, advertising, and any type of verbal conversation. When conversing with any LEA or school employees about any students, staff, schools, or LEAs in the execution of my assigned duties, I will take all precautions to protect the confidentiality of all personally identifiable information.
- ☒ In all respects comply with the provisions of FERPA. For purposes of this agreement, "FERPA" includes any amendments or other relevant provisions of federal law, as well as all requirements of Chapter 99 of Title 34 of the Code of Federal Regulations. Nothing in this agreement may be construed to allow either party to maintain, use, disclose or share student information in a manner not allowed by federal law or regulation.
- ☒ Use the data shared under this agreement for no purpose other than work authorized under Section 99.31(a)(6) of Title 34 of the Code of Federal Regulations. The applicant further agrees not to share data received under this Confidentiality Agreement with any other entity without the NCDPI approval. 21st CCLC grantee agrees to allow the Office of the State Auditor, subject to FERPA restrictions, access to data shared under this agreement and any relevant records of the applicant for purposes of completing authorized audits of the parties.
- ☒ Maintain all data obtained pursuant to this agreement in a secure computer environment and not copy, reproduce or transmit data obtained pursuant to this agreement except as necessary



to fulfill the purpose of the original request. All copies of data of any type, including any modifications or additions to data from any source that contains information regarding individual students, are subject to the provisions of this agreement in the same manner as the original data. The ability to access or maintain data under this agreement shall not under any circumstances transfer from the applicant to any other institution or entity.

- ☒ Not to disclose any data obtained under this agreement in a manner that could identify an individual student, except as authorized by FERPA, to any other entity. The applicant agrees to abide by the NCDPI "small numbers" policy of deleting all data items that include any group of students less than five (5).
- ☒ Not to provide any data obtained under this agreement to any party ineligible to receive data protected by FERPA or prohibited from receiving data from any entity by virtue of a finding under Section 99.31(6)(iii) of Title 34, Code of Federal Regulations.
- ☒ Destroy all data obtained under this agreement when it is no longer needed for the purpose for which it was obtained. Nothing in this agreement authorizes the applicant to maintain data beyond the time period reasonably needed to complete the purpose of the request. All data no longer needed shall be destroyed or returned to the NCDPI in compliance with 34 CFR Section 99.35(b)(2).

***PERSONALLY IDENTIFIABLE INFORMATION (PII):** Any information about an individual maintained by an agency, including any information that can be used to distinguish or trace an individual's identity such as name, social security number, date or place of birth, mother's maiden name, biometric records, and any other personal information that is linked or linkable to an individual.



EXPERIENCE with OUT-OF-SCHOOL-TIME PROGRAMMING

For check-off items, double-click on the gray text box field; applicant will then be prompted to confirm the data field should be "checked." For items requesting text input, single-click on gray textboxes and begin entering text; as you type, the field will expand automatically.

1. Please select your organization's years of experience in operating or delivering services to out-of-school time (OST) programs and activities:

- ☐ 5 years
- ☐ 6-10 years
- ☒ 11-15 years
- ☐ 16 years or more

2. Please list all professional organizations (e.g., National Afterschool Association, North Carolina Center for After School Programs (NC CAP), Foundations Inc., Afterschool Alliance, etc.) of which any of your staff are members, if applicable.

NC Early Education and Care, NC Center for After School Programs

3. Please indicate the total number of staff in your organization.

50

4. Please indicate the number of staff members with experience in out-of-school time programs.

23

5. Please select the demographic area where your organization has experience (check all that apply).

- ☒ Urban
- ☒ Suburban
- ☒ Rural

6. For content areas (A) through (H) below, please indicate the number of years your organization has provided a record of success in running or working with OST programs and activities in each area listed below. **Input a zero (0) next to areas where services were not provided.**

Note, to maintain eligibility for possible inclusion on the profile list, the applicant nonprofit organization must have a record of success for five (5) or more years in one or more of the listed activities or content areas.



Single-click on gray textboxes to enter #.

A. Programming and Activities

Number of Years

English/Language Arts/Literacy/Writing Enrichment	<input type="text" value="12"/>
Math Enrichment	<input type="text" value="12"/>
Art, Music, Media, and Drama	<input type="text" value="15"/>
Civic Engagement and Service- Learning	<input type="text" value="14"/>
Financial Literacy	<input type="text" value="8"/>
Environmental Literacy	<input type="text" value="6"/>
Project-Based Learning	<input type="text" value="12"/>
Science, Technology, Engineering, Math	<input type="text" value="10"/>
Sports and Recreation	<input type="text" value="15"/>
Summer Programming	<input type="text" value="15"/>
Workforce Development	<input type="text" value="10"/>

B. Development and Empowerment

Number of Years

Adolescent and Youth Culture	<input type="text" value="8"/>
Child and Adolescent Development	<input type="text" value="15"/>
Personal Development and Life Skills	<input type="text" value="15"/>
Positive Youth Development	<input type="text" value="15"/>

C. Human Relationships - Number of Years

Behavior Guidance and Classroom Management	<input type="text" value="18"/>
Communicating Effectively with Staff, Students, and Families	<input type="text" value="18"/>
Positive Discipline Techniques	<input type="text" value="18"/>
Social and Emotional Learning	<input type="text" value="18"/>



D. Health, Wellness, Safety, and Nutrition

Number of Years

Fitness and Nutrition

18

Indoor and Outdoor Environments

18

Physical Health and Wellness

14

Program Safety

18

E. Cultural Competence and Inclusion

Number of Years

Children in Poverty

19

Faith-Based Programming

8

Learning Differences

19

Race, Gender, and Sexual Identity

8

Students with Disabilities

19

Undocumented Newcomers

1

F. Engaging Families, Schools, and Communities

Number of Years

Coordination and Linkages of Resources

14

Connecting to Schools

19

Creating Community Partnerships

19

Engaging Parents and Families

19

Homeless and Migrant Populations

10



G. Quality Programming

Number of Years

Action Planning	19
Coaching and Mentoring	18
Logic Models and Outcomes Measurement	15
Program Design	16
Quality Assessments and Surveys	15
Research and Evaluation	16

H. Management and Administration

Number of Years

Advocacy and Policy	18
Budgeting and Fiscal Management	19
Citywide and Statewide Systems	17
Fundraising and Development	18
Human Resources and Supervision	18
Marketing and Promotion	19
Program Management	19
Recruitment and Retention	19
Regulations and Licensing	15
Utilizing Technology and Social Media	15
Volunteers and Volunteer Management	15



APPLICATION CERTIFICATION

By signing below, the Chief Administrative Officer/Owner/Designee is certifying he or she has done the following:

- Read and understood all necessary requirements;
- Ensured the organization meets the criteria outlined;
- Ensured all sections of this form are complete, including the additional documentation regarding the organization's nonprofit status; and
- Ensured the contents of the application are completely accurate to the best of his or her knowledge.

Name of Nonprofit Organization:

Dillard Academy

Title of Organization Chief Administrator/Owner/Authorized Designee:

Director

For the printed name and signature below, handwrite in black or blue ink. Electronic signatures will not be accepted as valid authorization.

Hilda G. Hicks

(Printed Name of Chief Administrator/Owner/Authorized Designee)

Hilda G. Hicks

(Signature of Chief Administrator/Owner/Authorized Designee)

6/28/2017

(Date)

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: ^{***}
FEB 14 2000

DILLARD ACADEMY INC
C/O HILDA HICKS
1704 E BEECH ST STE 205
GOLDSBORO, NC 27530

Employer Identification Number:
56-2069173
DLN:
17053350004049
Contact Person:
JOSEPH LAUX ID# 31077
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

Letter 947 (DO/CG)

DILLARD ACADEMY INC

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code, sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form

Letter 947 (DO/CG)

DILLARD ACADEMY INC

990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Enclosure(s):

Letter 947 (DO/CG)

Addendum

Dillard Academy, Inc.
56-2069173

If you should lose your charter from the state of North Carolina, you will need to contact the Internal Revenue Service to determine what effect, if any, this will have on your exempt status under section 501(c)(3) of the Code., and your foundation status under section 509(a)(1) and 170(b)(1)(A)(ii) as a school.

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